Office Support Continuing Education Incentive Program
(Form ER-300, *R. 10/08*)

The mission of this program is to create a more highly skilled, productive and flexible office support workforce through continuous education in specific job-related coursework.

Guidelines:

Employee Eligibility:
- Employees holding one of the office support classification titles listed on Page 2 are eligible to participate in this Continuing Education Incentive Program.
- Employees must have passed an initial probationary period in one of the eligible titles.

Course Eligibility:
- Coursework must be **directly related to an employee's current job classification** in her/his department and must be in the coursework areas listed below. The Department Head must confirm that coursework meets all Guidelines.
- Coursework must be at a level **beyond** high school. Courses must be taken at an educational institution **accredited** by the North Central Association of College and Secondary Schools.
- Employees must earn a **minimum** of **one (1)** college credit for each course taken.
- Employees must receive **at least** a **"C"** or a grade that represents the **minimum** grade point average required for a degree, diploma or certificate.
- Eligible coursework **must** be in the following areas **and** must also be **directly related to your present position**:
    - Office Software – **Intermediate** or **Advanced** level computer software coursework
    - Customer Service – for example, *Managing Customer Service*
    - Business Writing – for example, *Communication Skills*
    - Bookkeeping and Accounting – for example, *Payroll Accounting*
- Employees performing library work and housing/property management work are eligible to take coursework in these additional areas:
    - Library Science coursework
    - Housing/Property Management – for example, *Principles of Real Estate* or *Real Estate Law*
- Courses must be started and completed in the current year in which the application is submitted for the Office Support Continuing Education Incentive Program; or prior to the end of the pilot program. *Currently, the pilot program is still in effect.*

Incentive Payment:
- An employee will receive a $200 incentive payment for successfully completing three (3) college credits of eligible coursework. This can mean 3 courses worth one (1) credit each, or one course worth three (3) credits.
- An employee may receive a **maximum** of **four** incentive payments while working in one eligible job title.
- Incentive payments will not be added to base pay and are not pensionable.

HOW TO APPLY FOR THE INCENTIVE
1. If you wish to know in advance if a course is eligible for the Incentive Program, please contact Judy Kammermann, Program Assistant II, at 286-3650 or send an email to jkamme@milwaukee.gov.
2. Complete Sections 1-3 of Form ER-300. Incomplete forms will be returned to you.
3. Please attach a **copy** of the official grade report. A grade of "C" or better is required. Please **do not** submit originals, as they are not returned to you.
4. Have your Department Head approve and sign the form. *Also obtain your supervisor's signature if required by your department.*
5. Send the completed form and attach a **copy** of your grade report to Training & Development Services, Room 706, City Hall within **eight** weeks from the last day of the course(s).
6. You will receive an approval determination letter within 2-3 weeks from the date we receive your completed form and grade report. The letter will tell you on which paycheck the approved incentive will be added.
7. If you wish to receive tuition reimbursement for the course(s), please complete a Tuition Benefit Application (ER-75) **separate** from the Incentive Application (ER-300). Please be sure to have a **SEPARATE** copy of the grade report for the Incentive Application.

Eligible Job Classification Titles

Employees in the following unions and employee groups are eligible to participate in this program:

Accounting Assistant I		**ALEASP JOB TITLES:**
Accounting Assistant II	Library Circulation Assistant I	
Accounting Assistant III	Library Circulation Assistant II	Accounting Assistant I
Account Clerk II *	Library Circulation Assistant III	Accounting Assistant II
Administrative Assistant I	Library Technician I	Administrative Assistant I
Administrative Assistant II	Library Technician II	Administrative Assistant II
Clerk III *	Library Technician III	Audiovisual Specialist I
Clerk II (Field) *	Microcomputer Services Assistant	Audiovisual Specialist II
Clerk III (Field) *	Mobile Services Clerk *	Clerk Stenographer II
Clerk Stenographer II *	Office Assistant I	Clerk Stenographer III
Clerk Stenographer III *	Office Assistant II	Computer Operator I
Communications Assistant I	Office Assistant III	Computer Operator II
Communications Assistant II	Office Assistant IV	Data Entry Operator I
Communications Assistant III	Office Coordinator	Data Entry Operator II
Communications Assistant IV	Personnel Payroll Assistant I	* Electronic Technician
Communications Assistant V	Personnel Payroll Assistant II	Graphic Designer I
Computer Assistant I	Personnel Payroll Assistant III	Graphic Designer II
Computer Assistant II	Program Assistant I	Inventory Control Assistant I
Copy Cataloging Technician I	Purchasing Assistant I	Inventory Control Assistant II
Copy Cataloging Technician II	Purchasing Assistant II	Inventory Control Assistant III
Court Services Assistant I	Purchasing Assistant III	Lead Police Telecommunicator
Court Services Assistant II	Service Center Coordinator	Mail Processor (customer service)
Court Services Assistant III	Stores Clerk I **	Microfilm Technician I
Court Services Assistant IV	Stores Clerk II **	Office Assistant I
Customer Services Repr. I	Stores Clerk III **	Office Assistant II
Customer Services Repr. II	Teller Water-II	Office Assistant III
Customer Services Repr. III	Vehicle Parts Clerk **	Office Assistant IV
Data Entry Operator I	Water Materials Clerk II **	Office Coordinator
Data Entry Operator II	Water Materials Clerk III **	Offset Press Operator I (computer)
Data Entry Operator III		Police Dispatcher
Electrical Parts Clerk I **		Police District Office Assistant
Electrical Parts Clerk II **		Police Telecommunicator
Infrastructure Stores Clerk I **		Printer
Infrastructure Stores Clerk II **		Production Designer II
Infrastructure Stores Clerk III **		Teller
Infrastructure Stores Clerk IV **		Transcriptionist II
Inventory Control Assistant I		Transcriptionist III
Inventory Control Assistant II		Video Electronic Technician
Inventory Control Assistant III		
Inventory Control Assistant IV		*** Effective as of the execution of the '2001-2002 agreement.**
Key Entry Operator III *		
Lead Teller-Water		

* Obsolete titles that remain in the Salary Ordinance for employees occupying positions that were downgraded in the City-wide office support study. Those employees will retain their present payroll and pay range for as long as they remain in their current positions.

** Titles (mostly DPW) retained until further study is completed.

Office Support Continuing Education Incentive Program Application

(Form ER-300, *R. 10/08*)

RETURN COMPLETED FORM TO:
Judy Kammermann
Department of Employee Relations
Room 706, City Hall
Phone: 286-3650 / Fax: 286-0800
jkamme@milwaukee.gov

If completing by hand, please use black ink only.

SECTION 1 - APPLICANT INFORMATION

NAME:		(WORK): Full-Time ☐ Part-Time ☐
Department:		**PeopleSoft 6-digit I.D. #:**

The Approval Determination Letter will be sent to you via Email:
Email Address:

SECTION 2 - COURSE INFORMATION

Attach a copy of the <u>official</u> grade report ("C") or better. Do not submit originals (*list additional courses on page 2*).

COURSE INFORMATION	START DATE (mo/day/year)	END DATE (mo/day/year)	No. of CREDITS	GRADE
#1 Course Title:				
Provide a brief course description, or attach a copy of a course description from the course catalog:				
Describe how Course #1 is <u>directly related</u> to your present position:				
#2 Course Title:				
Provide a brief course description, or attach a copy of a course description from the course catalog:				
Describe how Course #2 is <u>directly related</u> to your present position:				
#3 Course Title:				
Provide a brief course description, or attach a copy of a course description from the course catalog:				
Describe how Course #3 is <u>directly related</u> to your present position:				

SECTION 3 – APPLICANT SIGNATURE

Please sign and forward this completed application, along with the required documentation, to your Department Head for approval and signature *(page 2)*.

I have read the Instructions and Guidelines on Page 1 and I agree to abide by them. | **Date:**

Please sign here:

THIS SECTION IS FOR EMPLOYEE RELATIONS' USE ONLY. <u>DO NOT</u> write in the section below.

Date Applicant Appointed to Current Position:	COURSE APPROVAL DETERMINATION		NO. of CREDITS	GRADE RECEIVED
	Course #1: Approved ☐ Disapproved ☐			
Previous Incentive(s) Received by Applicant in Current Position: $	**Course #2:** Approved ☐ Disapproved ☐			
	Course #3: Approved ☐ Disapproved ☐			
Pay Code: 016 Pay Date:	**Course #4:** Approved ☐ Disapproved ☐			
Comments:			**Incentive Total** *(page 1 and 2)*: **$**	

SECTION 2A – ADDITIONAL COURSE INFORMATION

Please attach a copy of the **official** grade report with a grade of "C" or better. Please **DO NOT** submit originals.

COURSE TITLE / DESCRIPTION / JUSTIFICATION	START DATE (mo/day/year)	END DATE (mo/day/year)	CREDITS	GRADE
#4 Title:				
Provide a brief course description, or attach a copy of a course description from the course catalog:				
Describe how Course #1 is <u>directly related</u> to your present position:				
#5 Title:				
Provide a brief course description, or attach a copy of a course description from the course catalog:				
Describe how Course #1 is <u>directly related</u> to your present position:				
#6 Title:				
Provide a brief course description, or attach a copy of a course description from the course catalog:				
Describe how Course #1 is <u>directly related</u> to your present position:				

DEPARTMENT/AGENCY HEAD SIGNATURE AND APPROVAL

➢ **All of the courses listed are <u>DIRECTLY RELATED</u> to the employee's present position and fall within the Administrative Guidelines.**

Dept/Agency Head Signature →		**Date:**
Supervisor's Signature *(optional)*→		**Date:**

THIS SECTION IS FOR EMPLOYEE RELATIONS' USE ONLY. <u>DO NOT</u> write in the section below.

COMMENTS:	COURSE APPROVAL DETERMINATION	NO. of CREDITS	GRADE RECEIVED
	Course #5: Approved ❑ Disapproved ❑		
	Course #6: Approved ❑ Disapproved ❑		
	Incentive Total:$		